



ADMISSION POLICY STATEMENT

The School Board determines the policies of the school. Student, parents, and staff are expected to cooperate fully with the school policies as set forth in this policy.

Admission Policy

- Before making application for admission, parents/guardians need to have read and agree to support the Statement of Faith (SOF). See the link of [CLAS' SOF](#).
- Christian LIFE Academy Stuttgart exists to offer Christian education in a Christian environment while partnering with families to equip students to discover his/her given talents and how to use them as servant leaders in the world.
- CLAS is a non-profit, elementary school that offers excellence in education centered in Christ taught with online materials approved by the Sevenstar Academy Online Program. See the link for more details of [CLAS Hybrid Program](#).
- CLAS accepts students of all faiths. CLAS admits students of any race, national and ethnic origin to all the rights, privileges, programs and activities accorded or made available to CLAS students. We do not discriminate on the basis of sex, race, color, and national or ethnic origin in the administration of our educational policies and procedures in our school- administered programs.
- Acceptance of a student will be based on school records, a personal interview with parents and student, testing results, and/or recommendations concerning character, attitude, general promise, and spiritual development.
- CLAS is not equipped to accommodate the special needs of all children.

With evaluation, review of a student's particular needs, and approval of the Administrator and teacher(s), students with exceptional physical, cognitive, language, or emotional needs may be accepted. Special needs students will be monitored and re-evaluated periodically.



Enrollment Procedure

All families wishing to enroll must fill out an application and supply enrollment documents, see below checklist, which will then be followed by an interview with the Administrator. Prior to the interview, a student may be screened or tested to help determine his/her academic level and/or emotional maturity.

The Administrator will conduct a family interview to discuss the criteria listed above. If all other factors are satisfactory (ability to pay, provision of school records, and proof of a physical), the student(s) will be enrolled in school. Parents will be notified of acceptance or rejection.

Entrance Requirements

The application will be processed on receipt of the signed contract which creates a binding application to pay all fees.

Checklist

- Application Form pages 1-3 with photo
- Signed CLAS School Contract
- Payment of € 2.500,00 Registration Fee. (€ 1.250,00.00 of which to be paid immediately, the second payment to be added to the first invoice.) The Board has the right to change the Tuition and Fees every academic year.
- School reports (last 2 years if applicable, translated into English)
- Copy of immunization records. See the link Excerpt from the [Bundedesministerium für Gesundheit](#). See the link of [CLAS Health Policies & Procedures](#).
- A copy of the child's certified birth certificate.

Once we have received the paperwork, we will contact you via email as soon as it has been processed to confirm a place at the school.



*****Students for Grade 1 must be 6 by September 30th.**

Also for Grade 1, participation in a Kindergarten class which has fostered basic reading, numeracy and writing skills in the child's native language is a prerequisite.

Admission Health Policy

The CLAS is committed to maintaining the health and safety of all members of the community. The school, therefore, complies with environmental, health, and safety laws and regulations issued by the German authorities, whose activities are coordinated by a school Health and Safety Committee. All medical information should be completed and on file on or before the date the student enters school. Contact numbers must be present before the students enter the school and must be updated by the parents during the attendance of their children. All emergency phone numbers for all students is kept confidential and only CLAS staff have access.

The Principal is responsible for supervising the implementation of and adherence to all respective regulations. School personnel are responsible for the health and safety of all students and employees under their supervision as detailed below.

As part of the Admission process, copy of immunisations record is required. According to [Bundedesministerium für Gesundheit](#), Masernschutzgesetz (Measles Protection law), all students entering all schools in Germany including private schools is required to provide proof of measles immunisation after the 1st of March 2020. Specifically, a proof of immunisation is acceptable in the form of an Impfausweis (vaccination record) or doctor's certificate. Failure to show proof of immunization record is subject for the admission refusal.

Immunization papers and proof of vaccination must be submitted to the school prior to enrolment.



Parent Orientation and Involvement

Christian LIFE Academy Stuttgart assumes that parents will be actively involved in the education of their children; therefore, the following is expected of all CLAS parents:

1. The parents' attendance at the annual "Back-to-School Night" held in September.
2. A thorough reading of the handbook by the parents.
3. Consistent, timely payment of tuition and other fees.
4. Participation in major school fundraisers.
5. Attendance at Parent-Teacher Conferences.

Statement of Non-Discrimination Policy

CLAS does not discriminate in violation of the law on the basis of race, religion, creed, color, age, physical challenge, nation of origin, gender, or any other characteristic.